



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF HEALTH PROFESSIONS
RAE RAMSDELL
DIRECTOR

STEVEN H. HILFINGER
DIRECTOR

DATE: October 19, 2011
TO: All Interested Parties
FROM: Bureau of Health Professions
Licensing Division
SUBJECT: Licensure as a Speech-Language Pathologist

The Administrative Rule process for the Speech-Language Pathology profession is nearly complete. Applications for licensure will be available with the formal approval of the Administrative Rules.

In the meantime, future license applicants can arrange for documentation to be sent to the Bureau of Health Professions now to help decrease the processing time of your license application. Please keep in mind that there may be additional requirements other than what is listed here for you to complete when you apply for a license. Any documentation submitted to the Bureau of Health Professions now will be kept and added to your license application file once it is received.

Requirements for speech-language pathologist licensure that can be done now are:

1) **Completing the fingerprint process.** All applicants for a health profession license in Michigan are required to submit fingerprints and undergo a criminal background check. The fingerprint instructions are attached. Please carefully follow these instructions. The Michigan Bureau of Health Professions is not able to accept fingerprints obtained for any other purpose than for your professional license. Your license will not be issued until this process is complete.

2) **CCC-SLP certification from ASHA.** If you currently hold the Certification of Clinical Competence in Speech-Language Pathology (CCC-SLP) from ASHA, you may contact ASHA to verify this certification directly to the Bureau of Health Professions. The verification must include your name, the date your certification was issued, the expiration date of your certification and it must specify that your certification was issued in speech-language pathology. You can contact ASHA at 2200 Research Blvd, Rockville, MD 20850-3289, by phone at 1-800-638-8255, or by e-mail at certification@asha.org. The verification of certification should be sent to the Michigan Board of Speech-Language Pathology, P.O. Box 30670, Lansing, MI 48909.

NOTE: If your CCC-SLP certification is current, you will not need to provide any additional information regarding your education, experience, or PRAXIS II exam scores to the Michigan Board.

3) Transcripts (if you do not hold CCC-SLP ASHA certification) and PRAXIS II scores. If you do not currently hold the CCC-SLP certification from ASHA, you may arrange to have final transcripts of your master's or doctoral degree in speech-language pathology submitted directly to the Bureau of Health Professions from your educational program. You will also need to contact ETS to arrange for a score report of your PRAXIS Series II Test in Speech-Language Pathology to be sent to the Michigan Board using recipient code 7430. Contact ETS at 1-800-772-9476 or at www.ets.org/praxis. Transcripts and PRAXIS II scores should be sent to the Michigan Board of Speech-Language Pathology, P.O. Box 30670, Lansing, MI 48909.

4) Verification of licensure in other states or Canada. If you have ever been licensed as a speech-language pathologist in another state or province of Canada, you will need to arrange for verification of that license to be provided directly to the Bureau of Health Professions. As most states and provinces charge a fee for this service, you should contact each state or provincial board to determine if a fee is required prior to requesting the verification. Verification of licensure must be sent to the Michigan Board directly from the state(s) or province(s) where you are or have been licensed.

This information is only intended to assist you in the application process once it begins. Any other requirements for licensure will be included in the application instructions. There will also be license applications available for those who must complete clinical experience in order to become fully licensed and for certified Michigan teachers who were endorsed in the area of speech and language impairment on January 12, 2009.

Once applications are available, you will be able to download them online at www.michigan.gov/healthlicense in the section for Speech-Language Pathology. After your application is received and the fee is processed, you will be mailed a written confirmation that will include a Customer ID number you may use to check your application status online. Applications and associated documents will be reviewed upon receipt. You will be notified if any documentation is missing from your application file. It is very important to note that all required documentation must be received by the Michigan Board directly from the original source. That is, ASHA certification must be received directly from ASHA, transcripts must be received directly from the school, etc. Required documentation received directly from the applicant will not be accepted for licensure purposes.

Applications, fees, and required documentation should be sent to: Michigan Board of Speech-Language Pathology, PO Box 30670, Lansing, MI 48909. The fee for most licenses will be \$95.00. Any additional questions can be e-mailed to bhphelp@michigan.gov.

Attachment



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**CRIMINAL BACKGROUND CHECK
FINGERPRINT REQUEST FORM INSTRUCTIONS- (Michigan locations only)
AGENCY ID NUMBER IS 71734k**

Applicants for a Michigan health professional license may have their fingerprints taken by either L-1 Identity Solutions or Cogent Systems. Whether you use L-1 Identity Solutions or Cogent Systems, the Agency ID Number for health professional licensing is 71734k. This ID number MUST be used in order to have your fingerprint report sent to the Bureau of Health Professions. Keep the receipt you receive once your fingerprints are taken.

You must bring the Livescan Fingerprint Request Form (attached) and a driver's license or other state or federal-issued picture identification to your fingerprint appointment. You will also be required to pay a separate fee to the fingerprinting agency when registering for or scheduling your appointment.

When your fingerprints are taken, a technician will perform a scan of your fingerprints and submit the data electronically to the Michigan State Police. If no criminal history is found, the Bureau of Health Professions will be notified. If criminal history information is found, the Michigan State Police will send the record directly to the Bureau of Health Professions for review.

Information about fees and scheduling your fingerprint appointment with L-1 Identity Solutions can be found at www.L1enrollment.com or by calling 1-866-226-2952.

Information about fees and registering to have your fingerprints taken by Cogent Systems can be found at www.cogentid.com/index.htm. Click on Michigan and then select the Cogent MAPS (Michigan Applicant Processing Service) option. If you are using Cogent Systems, the MAPS option must be used for health professional licensing purposes. Cogent Systems can be reached by phone at 1-877-838-4903. E-mail inquiries about using Cogent Systems may be sent to mihelp@cogentsystems.com.



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**CRIMINAL BACKGROUND CHECK
FINGERPRINT REQUEST FORM INSTRUCTIONS
(For applicants out of state or out of country)**

1. Contact a local law enforcement , governmental, or private fingerprinting agency to see if they can perform an ink fingerprint on an FBI (FD-258) card or on another state's official fingerprint card. The ink fingerprint must be completed on card stock.
2. Submit the card with your fingerprints, the completed Livescan Fingerprint Request Form (attached) and a business check or money order for \$62.75 made payable in U.S. Funds to L-1 Identity Solutions to the following address:

L-1 Enrollment Services/LiveScan Processing Unit
1650 Wabash Ave. Ste. D
Springfield, IL 62704

3. Please include a daytime telephone number or e-mail address where you can be reached if there are any questions.
4. L-1 Identity Solutions will submit your fingerprints to the Michigan State Police for analysis.
5. If no criminal history information is found, the Bureau of Health Professions will be notified.
6. If criminal history information is found, the Michigan State Police will send the record directly to the Bureau of Health Professions for review.
7. Call L-1 Identity Solutions toll-free at 1-866-226-2952 (8 am - 5 pm EST) if you have any questions.
8. L-1 Identity Solutions is under contract with the Michigan State Police (MSP) to provide fingerprint services. For questions, call MSP at (517) 241-0606.

Michigan Department of Licensing and Regulatory Affairs
Bureau of Health Professions
P.O. Box 30670
Lansing, MI 48909
(517) 335-0918

LARA/300L (04/11)

LIVESCAN FINGERPRINT REQUEST FORM

Fingerprint Date:	TCN:
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Type of I.D. Presented:	Type of Licensure/Registration:
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Applicant Instructions: Take this completed form along with your picture I.D. to your scheduled appointment. Please print clearly.

First Name:	Middle Name:	Last Name:	
Street Address:			
City:	State:	ZIP Code:	
Daytime Telephone Number w/ Area Code:		State or Country of Birth:	
Date of Birth (MM/DD/YYYY):	Race:	Sex:	
Height:	Weight:	Eye Color:	Hair Color:

REQUESTING AGENCY INFORMATION

Agency I.D. Number: 71734k	Agency Name: Department of Licensing and Regulatory Affairs, Bureau of Health Professions
Reason Fingerprinted: LHP - Licensed Health Care Professional (MCL333.16174)	Cost:

****Disclaimer:** Any and all errors that result in dual fingerprinting (Duplicate transmission to MSP), multiple fingerprint codes, fingerprints processed with incorrect fingerprint codes/reasons, etc., are the responsibility of the **LIVESCAN AGENCY**. **MSP** will charge for dual fingerprinting (transmission), etc.